


Vacancy Notice

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Investigator I	CLASSIFICATION CODE: 00382800
	SALARY RANGE: 48744 - 56881	REFERENCE POSITION NO.: Grade 5423 / 00211
	Department or Agency Name Public Defender	APPLICATION PERIOD: May 10 - 20, 2021
	Division/Section/Unit _____	(includes grace period)
	Assignment(s) / Comments _____	
	Shift and Days: Monday - Friday 1st Shift	Job Location: Statewide, as needed
	Restrictions/Limitations: NONE	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: Local 808	
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position	See A/B or Both for Specific Instructions
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES: SEE ATTACHED JOB DESCRIPTION	
Minimum Education &	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: or Experience: Such as may have been gained through: Special Requirement: SEE ATTACHED JOB DESCRIPTION	
Where to	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: AAMARAL@RIPD.ORG	
LARA MONTECALVO, PUBLIC DEFENDER OFFICE OF THE PUBLIC DEFENDER 160 PINE STREET PROVIDENCE, RI 02903		
Telephone #: 222-3492 Fax #: 222-3287 TTY/TDD #: _____ (Telecommunication Device for the Deaf)		
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: INVESTIGATOR I

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform investigations, inspections and/or interviews in compliance with the responsibilities of the Office of the Public Defender; to ascertain facts, obtain, collect and arrange tests for evidence, and file reports of findings; to explain the eligibility requirements for requested Public Defenders Services, to explain the eligibility requirements for requested services, review and investigate client's application to determine financial eligibility, to interpret pertinent statutes or polices; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of the Chief Investigator from whom specific instructions and/or assignments are received and who evaluates the work through the review of reports filed, conferences, and participation in field investigation. In a County assignment, the Supervising Attorney of that county may delegate additional work assignments, subject to the overall supervision of the Chief Investigator.

SUPERVISION EXERCISED: Generally, responsible for the training, direction, and evaluation of Interns and Volunteers assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform investigations, interviews and/or inspections of alleged criminal conduct in compliance with State Laws, Rules, and Regulations which may require specialized knowledge in the field of criminal investigators.

To perform intake interviews concerning the financial eligibility of individuals applying for the Public Defenders services at the assigned staff location, custodial facility or other area.

To obtain information pertaining to the financial resources of applicants referred to the Office of the Public Defender and of their legal relatives or guardians to establish their ability to contribute financially toward the legal defense of cases charged therein.

To obtain information pertaining to the financial resources of the applicant, parent(s) or legal guardians pertaining to their financial application in order to substantiate their financial disclosures.

To conduct interviews, inspections and/or investigations in order to verify the facts, circumstance or causes pertaining to the charges filed against the client.

To prepare written reports concerning investigations, interviews, and inspections with recommendations of actions considered appropriate based upon experience, circumstances, and education. To maintain those records and statistics.

To investigate complaints of a civil nature filed with the Office by inmates of the Adult Correctional Institution of a non-monetary nature.

When necessary, to appear as a witness at hearings, trials or administrative proceedings.

To assist Staff Attorneys in specific work, as required.

To supervise, assign work to, critique, and write written evaluations for interns and supervisors.

To serve subpoenas, court orders, and other documents as pertains to the execution of duties. Investigator will be sworn as a Deputy Sheriff and must be able to pass a security background check.

To keep current with developments in criminal law, law enforcement, and court procedures through available training venues.

To perform other necessary duties and tasks, as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, AND CAPACITIES: A working knowledge of common business practices, effective methods of investigation, and the basic rules of legal evidence and Constitutional Law; the ability to ascertain facts by personal contact, observation and examination of records; the ability to explain and interpret provisions of laws and regulations; the ability to enforce departmental rule, regulations, and policies with firmness, fairness, and tact; the ability to prepare and type clear and concise reports; the ability to establish and maintain effective working relationships in contacts with municipal, state, federal, private and public agencies as well as members of the public and related capacities and abilities.

EDUCATION AND EXPERIENCE:

EDUCATION: Such as may have been gained through graduation from an accredited college with an Associate's Degree in, but not limited to Criminal Justice, Psychology, Public or Business Administrator.

EXPERIENCE: Such as may have been gained through; employment in investigative work which primarily involved the interviewing of persons, obtaining of facts, inspections of records, and writing of reports for a period of two years.

OR, any combination of education and experience that shall be substantially equivalent to the above education and experience totaling two years.

APPLICANT MUST POSSESS A VALID RI DRIVERS LICENSE AND BE ABLE TO TYPE.

WOMEN AND MINORITY CANDIDATES ARE ENCOURAGED TO APPLY